

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**April 22, 2015**

**Task Force on County Operations & Organization**

1. **Call to Order**  
Meeting was called to order by Hanneman at 8:30 a.m.
2. **Roll Call**  
  
**Task Force Members**  
Members present: Jennifer Hanneman, George Jaeckel, Ron Krueger, Russell Kutz, Joe Nehmer, Timothy Smith, Kathi Cauley and Steve Nass.  
  
Excused: Susan Happ  
  
Others Present: Tammie Jaeger, Administration; Benjamin Wehmeier, County Administrator; Jim Schroeder, County Board Chair; Steve Grabow, Community Development Agent; Brian Lamers, Finance Director; Supervisor Walt Christensen; Barb Frank, County Clerk and J. Blair Ward, Corporation Counsel.
3. **Certification of compliance with Open Meeting Law Requirements**  
Wehmeier certified compliance with the open meeting law.
4. **Review of Agenda**  
No changes
5. **Public Comment**  
None
6. **Communications**
  - County Government Organization and Operations: Diagnostic Session with Task force Core Group and Follow-up Process Adjustments – Proceedings Report
  - Focus Group Questions & Exercises
  - Suggested Facilitated Meeting Guidelines
7. **Approval of April 9, 2015 Task Force meeting minutes**  
Motion by Jaeckel; Second by Kutz to approve the April 9, 2015 Task Force meeting minutes as printed. (Ayes-All) Motion carried.
8. **Facilitated Focus Group Dialogue Session**  
Grabow provided information for the Task Force to review. The Proceedings Report that resulted from a meeting with the core group was reviewed and workshop guidelines were discussed. Grabow led the group through some prompting questions. The categories included Strengths, Assets and Accomplishments; Weaknesses, Challenges and Concerns; Opportunities and Hopes and Operating Principles. The Task Force provided their comments on these subjects. The group discussed core values including Service (Respect, Transparency, Honesty and Responsibility), Stewardship (Trust and Stewardship, Accountability) and Skills (Competence, Professionalism & Efficiency and Innovation). No action taken.
9. **Discuss scheduling topics for future agendas**  
Hanneman would like to review previous ideas of the Task Force with Steve Grabow at a future meeting. No action taken.
10. **Tentative Future Meeting Dates & Agenda Items (May 6, 2015 at 10:00 a.m. – Courthouse, Room 202; May 22, 8:30 a.m. Courthouse)**
  - Approval of April 22, 2015 Task Force meeting minutes (May 6<sup>th</sup>)

**Future Agenda Items:**

- Discussion and possible action on alternate staffing model to reduce overtime costs in the Sheriff's Office
- Discussion on Jail Assessment Fund
- Discussion and possible action on the county-owned farm
- Review future capital projects
- Report from the Finance Department on future projections – State Levy Caps
- Discussion on shared services:
  - a. Discussion with Mayors & Village Presidents regarding shared services
  - b. Department Head reports including current and potential possibilities for shared services
  - c. Discuss possible shared services with agencies outside of Jefferson County
- Discuss reports from Department Heads regarding their ideas on how things can be done better
- Presentation from other counties on their CQI process
- Information on the barriers and opportunities that may exist with combining services such as Fire and EMS – Krueger
- Possible topics presented by the Wisconsin Counties Association (WCA)
- Discussion and possible action on doing a time study
- Discussion and possible action on agenda format
- Review previous ideas of the Task Force with Steve Grabow at a future meeting.

**11. Adjourn**

Motion made Nass; Second by Nehmer to adjourn at 11:33 a.m. (Ayes-All) Motion Carried.